

Electronic Thesis and Dissertation Program THESIS.WVU.EDU

Submission Information Packet for Masters Degree Problem/Project/Research Reports

(Last Updated , 2013)

Unlocking Access



to Graduate Education

Welcome to the WVU Electronic Thesis and Dissertation (ETD) program. This packet contains important information about the ETD submissions process, forms required and services available. After having reviewed the enclosed materials, please feel free to contact us with any questions.

- Questions should be directed to Molly Dolan or Debra Borrelli at the WVU Libraries.
 - Email: ETDReview@mail.wvu.edu
 - Phone: 304-293-0342
 - Location:

Periodicals Desk, 2nd floor Downtown Campus Library P.O. Box 6069 / 1549 University Avenue Morgantown, WV 26506-6069

• Fax: 304-293-4881

IMPORTANT WEB ADDRESSES

WVU Electronic Theses and Dissertations

Your one-stop shop for guidance on the arrangement, format and submission of your manuscript. http://thesis.wvu.edu

wvuScholar Institutional Repository System

Where your ETD will be deposited, and where you can browse past Electronic Theses and Dissertations. http://wvuscholar.wvu.edu

SUBMITTING YOUR Masters Degree Problem/Project/Research Report

Before you submit your Report

You will need the following:

- 1. Your final project report document, saved as a PDF and with all changes approved by your committee.
 - The first two pages of the document must be a Title page and Abstract that are formatted like the example included in this instruction packet. These pages should not be numbered.
 - Document must include a Table of Contents.
 - The body of the document should follow whatever discipline-specific style is preferred by your committee or department.
- Completed Signature Form (form can be found in this packet), signed by all committee members, scanned, and saved as a PDF.

Steps for submitting your Report

- 1. Go to http://wvuscholar.wvu.edu:1801/deposit and choose the option to submit an Problem/Project/Research Report.
- 2. Log in with your WVU MasterID and password.
- 3. Click on the link labeled "New Deposit Activity" and follow the step by step instructions provided to complete your submission.
- 4. After entering the basic information about your submission, you will be asked to determine how you would like people to access your document in WVUScholar. WVUScholar is our own institutional repository, hosted by the university libraries. When you deposit your report, you choose one of two options: open access, which lets anyone on the web read your document, or campus access, which only lets people with a WVU login read it, as well as people who request it through their library's Interlibrary Loan. If you have a pending patent or publication, you will be able to choose a No Access embargo for a period of one year following your deposit.
- 5. Finally you will be asked to attach your project report document. Please also attach a scanned copy of your Committee Signature Form on this page.
- 6. If you have questions about how to complete your project report upload, please contact ETDReview@mail.wvu.edu and we will be happy to help! Let us know if you would like to schedule a time for help with your project report submission in person or over the phone.
- 7. After submission of your report is complete, our office will review your submission, contact you about any changes you need to make, and notify you and your committee when approval is finalized, usually within five business days.

West Virginia University Electronic Problem/Project/Research Report Signature Form

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Committee:	(Committee Chair)		(date)
	(Committee Member)		(date)

[This Is the Title of Your Tgrqtv]

[Your Name]

'''''Rt qlgev'Tgr qt v submitted to the [The Name of Your College Goes Here] at West Virginia University

in partial fulfillment of the requirements for the degree of

""""[Master of Science] in
[Your Department/Concentration Goes Here]

[List Your Committee Members Here, as shown below]
Joe College, Ph.D., Chair
Anna Graham, Ph.D.
Al K. Seltzer, M.S..
I.D. Clair, Ph.D.

Department of [Your Department]

Morgantown, West Virginia 2013

Keywords: [Include keywords that would help someone searching for your document]

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ABSTRACT

"""[This Is the Title of Your Tgrqtv]

[Your Name]

- Start your abstract here. . .
 Use single spacing
 Word limits are no longer imposed.